

## OFFICE OF THE ESSEX COUNTY TREASURER

Michael G. Diskin, Treasurer  
Lisa Decker, Deputy – Taxes  
Jane Haskins, Deputy – Finance

Essex County Government Center  
7551 Court Street P.O. Box 217  
Elizabethtown, NY 12932

Phone: 518-873-3310  
Fax: 518-873-3318

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### **INSTRUCTIONS FOR ROOM TAX RETURN FORM**

**PAYER # will be assigned by the Essex County Treasurer's Office. If you are a First Time Registrant, the Treasurer's Office will notify you of your PAYER # once it is assigned to you.**

1. Please type or print the name of the business **OR**
2. Please type or print the name of the Owner and Telephone # of the Owner
3. Please include an email address so we can email you receipts and contact you if needed
4. Mailing Address of the Business/Owner
5. Contact Information and Title, if different than information above
6. Telephone #, if different than information above
7. Please choose the Reporting Period for which you are submitting payment
8. A. Revenue from Traditional Hotel/Motels Stays should be reported here  
B. Revenue from Vacation Rental Unit Stays should be reported here
9. Report any Sales exempt under Essex County Room Occupancy Tax Law, Section 5
10. Net Revenue Line A. + Line B. – Line 8
11. Room Occupancy Tax Owed = 5% of Net Revenue
12. A Penalty of 5% is charged on all taxes due that are not paid or postmarked by the 20<sup>th</sup> day of the month the taxes are due – i.e. if a tax is due by 3/20, but not paid or postmarked by 3/20, but instead sent after that date, a penalty of 5% of the amount reported on Line 11 is owed.
13. Interest of 1% per month is charged as an additional penalty if payment is made more than 30 days after the end of the period being paid – i.e. a tax period ends on 2/28 and payment for this period is due by 3/20. If payment is not made until after 3/30, 1% interest is due. Interest continues to accumulate for each month or fraction thereof for each month the payment is late until it is paid. There is no interest charged in the first 30 days of the end of the period.
14. The TOTAL AMOUNT DUE is Line 11 + Line 12 + Line 13



ESSEX COUNTY TREASURER  
 P. O. BOX 217 7551 COURT STREET  
 ELIZABETHTOWN, NY 12932  
 TEL: 518-873-3310 FAX: 518-873-3318  
 WEBSITE: www.essexcountyny.gov/county-treasurer

## ESSEX COUNTY ROOM OCCUPANCY TAX RETURN FORM

PLEASE PRINT OR TYPE

PAYER # \_\_\_\_\_

1. Business Name: \_\_\_\_\_
2. Owner Name: \_\_\_\_\_ Tel. # \_\_\_\_\_
3. Email Address: \_\_\_\_\_
4. Mailing Address: \_\_\_\_\_
5. Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_
6. Tel. # \_\_\_\_\_

7. **FILING PERIOD (CHOOSE ONE)**

Annual: 3/1 – 2/28 \_\_ Quarterly: 12/1-2/28 \_\_ 3/1-5/31 \_\_ 6/1-8/31 \_\_ 9/1-11/30 \_\_ Monthly: \_\_\_\_\_  
 DUE DATE by 3/20 by 3/20 by 6/20 by 9/20 by 12/20 by 20<sup>th</sup> of following month

**Computation of Taxes Owed**

8. A. Revenue from Traditional Hotel/Motel Stays \$ \_\_\_\_\_
- B. Revenue from Vacation Rental Units \$ \_\_\_\_\_
9. *Less Sales Exempt under Essex County Room Occupancy Law, Section 5* \$ \_\_\_\_\_
10. Net Revenue (Line 8A + Line 8B – Line 9) \$ \_\_\_\_\_
11. **ROOM OCCUPANCY TAX DUE (5% OF LINE 10)** \$ \_\_\_\_\_
12. **PENALTY** (5% of Line 11 if not paid within 20 days of the end of the reporting period) \$ \_\_\_\_\_
13. **INTEREST** (1% of Line 11 for each month or fraction thereof if tax is not paid  
 Within 30 days of the period covered by the return – no interest on first 30 days) \$ \_\_\_\_\_
14. **TOTAL AMOUNT DUE (Line 11 + Line 12 + Line 13)** \$ \_\_\_\_\_

*Under the penalties of perjury, I hereby certify that the statements made herein have been examined by me, and are, to the best of my knowledge and belief, true, correct, and complete.*

DATE: \_\_\_\_\_ NAME: \_\_\_\_\_

**MAKE PAYMENT PAYABLE TO “ESSEX COUNTY TREASURER” AND MAIL IT WITH THIS RETURN TO:**

Essex County Treasurer’s Office  
 P.O. Box 217  
 7551 Court Street  
 Elizabethtown, NY 12932